



Facility Support Worker Job Description

Location: KDYS Youth & Community Centre, Tralee

Reports to: Centre Manager, KDYS Tralee

KDYS is a voluntary youth work organisation providing a range of quality services responding to the needs of children, young people, their families and communities in the Diocese of Kerry.

Job Summary:

- Ensure that the centre is operated to optimum health & safety standards, is well maintained and secure, providing onsite support to centre users and work as part of the centre team in the provision of caretaking, reception, administration, events management & fundraising.
- Support the development of social enterprise aspect of the centre with the Centre Manger and wider staff team
- Support the delivery of community programmes designed to enhance the personal, social and emotional development of young people.

Key Duties & Areas of Responsibility will include:

- Support the Centre Manager, and the wider staff team in the development of the centre as a social enterprise
- Provision of general administrative and reception duties to the centre
- Provision of caretaking responsibilities within the centre, ensuring health and safety standards are maintained
- Support the development of administration and/or maintenance systems and procedures with the centre to provide an effective and efficient service
- Preparing reports, promotional materials, maintenance of records and other administrative duties, as required
- Liaise with service users and the public to promote safe and efficient use of the centre.
- Attend internal and external meetings, regular supervision and training as required.
- Implementing and practicing KDYS policies with special emphasis on Health and Safety and Safeguarding & Child Protection
- Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
- To undertake other duties as may be requested.

Requirements:

Qualifications and Experience

- Eligibility for employment under the *Community Services Programme is mandatory
- A relevant qualification (i.e. Office Administration, Health & Safety) is desirable
- Experience in a similar role
- Knowledge of the voluntary & community sector
- Knowledge of information technology hardware/networks and/or website design is desirable
- Fluency in English, both written and verbal

Skills, competencies & attributes

- Excellent organisational, , maintenance, computer/digital literacy and/or administrative skills, with a strong attention to detail
- Effective written, verbal and IT communication skills.
- Works effectively within a team and independently
- Is self-motivated and shows a desire to continuously perform at a high level
- Must be flexible and prepared to work outside normal hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Uses resources effectively, challenging processes to improve efficiencies.
- Knowledge of information technology & networks is desirable
- Commitment and adherence to KDYS's values

Contract

- 14 month Fixed Term Contract
- This contract is for 39 hours per week
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre, which will involve frequent evening and weekend work.
- €20,483 per annum
- Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
- This post is subject to a probationary period.

*Community Services Programme – Eligibility Criteria

You may be eligible if you are:

- Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA) or one parent family payment (OPF)
- Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit
- Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit
- Stabilised and recovering drug mis-users
- People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
- Ex-prisoners

More information on your eligibility and retention of other social welfare entitlements may be obtained from your local social welfare office.

A CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DEASP, and retained by the employer for each employee.



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